



REAL ESTATE TRANSACTION CHECKLIST

PROPERTY ADDRESS:

NEW LISTING - REQUIRED

- County tax record which indicates ownership
- Disclosure to Seller of Brokerage Duties, Responsibilities, and Services
- Estimated Net to Seller
- Property Condition Disclosure / Disclaimer / Exemption (Not applicable if Land or Commercial)
- Lead Based Paint Disclosure (Not applicable if built after 1978)
- Listing Agreement

NEW LISTING - RECOMMENDED

- MLS Printout
- Mortgage Payoff Request
- Listing Exclusion Form
- Seller Reserved Items
- Documentation of Conditions Affecting Sale
- Association Addendums (HOA /POA/COA only)
- Covenants and Restrictions (if applicable)

LISTING UNDER CONTRACT - REQUIRED

- Executed Purchase Contract
- Acknowledgement & Confirmation of Disclosures
- Financing Supplement (if applicable)
- Earnest Money Receipt
- Documentation of Conditions Affecting Sale
- Any necessary addendums and supplements
- Inspection Reports (if applicable)
- Signed TRR (if applicable)

LISTING UNDER CONTRACT - RECOMMENDED

- Compensation Agreement (if applicable)
- Proof of Funds or Pre-Approval Letter

CANCELLED OR RELEASED CONTRACT

- Signed Release of Contract & Disbursement of Earnest Money Form
- Notice of Cancellation (if applicable)
- Notice of Homeowner's Cancellation of Wholesale Real Estate Purchase Contract (if applicable)

TIME REFERENCE DATE:

BUYER UNDER CONTRACT - REQUIRED

- Disclosure to Buyer of Brokerages Duties, Responsibilities, and Services
- Acknowledgement & Confirmation of Disclosures
- Estimated Cost to Buyer
- Property Condition Disclosure / Disclaimer / Exemption (not applicable on Land or Commercial)
- Lead Based Paint Disclosure (Not applicable after 1978)
- Executed Sales Contract
- Counter Offer(s) (if applicable)
- Financing Supplement (not applicable if cash offer)
- Earnest Money Receipt
- Any necessary addendums, supplements or waivers
- Inspection Reports & Invoices (if applicable)
- Termite Report & Invoice (if applicable)
- Signed TRR (if applicable)
- Title Commitment or Attorney Opinion (if applicable)
- Pin Survey or Mortgage Inspection Survey/Certificate (if applicable)
- Documentation of Conditions Affecting Sale
- Notice to Buyer - Signs & Risk of Deed Theft

BUYER UNDER CONTRACT - RECOMMENDED

- MLS Printout
- Realist Tax Record
- Compensation Agreement (if applicable)
- Buyer Service Agreement
- Comparative Market Analysis
- Loan Pre-Approval Letter or Proof of Funds
- Association Addendums (HOA /POA/COA only)
- Covenants and Restrictions (if applicable)

CANCELLED OR RELEASED CONTRACT

- Signed Release of Contract & Disbursement of Earnest Money Form
- Notice of Cancellation (if applicable)

CLOSED FILES

- Settlement Statement (HUD1)
- Closing Acknowledgment and Release (if provided)

